

Video Conferencing Policy Update

Dear [Team/Department Name],

We hope this message finds you well. As part of our ongoing efforts to enhance communication and collaboration within our organization, we are updating our Video Conferencing Policy effective [Effective Date].

This updated policy outlines the guidelines and expectations for virtual meetings conducted via video conferencing platforms. Key changes include:

- Mandatory video usage during meetings to promote engagement.
- A requirement to ensure a professional background when appearing on camera.
- Updated procedures for scheduling and conducting virtual meetings.

We encourage everyone to review the full video conferencing policy attached to this email. Please feel free to reach out to your manager or the HR department if you have any questions or need further clarification.

Thank you for your cooperation and commitment to maintaining effective communication across our teams.

Best regards,

[Your Name]

[Your Title]

[Your Organization]